



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		<i>Teachers Retirement System of Georgia Retirement and Refund Division Two Northside 75 - Suite 400 Atlanta, GA 30381</i>	Application Number 82-63	
Application Number			Date Received NOV 16 1981	Date Completed MAR 29 1982
2. Person to Contact <i>Dianne J. Patron</i>		Working Title <i>Manager, Retirement & Refund Division</i>	Telephone Number <i>656-2954</i>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest <i>1945</i> Latest <i>To Date</i>		5. Records Series Title (followed by title used in office, if different) <i>TRS Member Case Files</i>		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <i>The Retirement and Refund Division is responsible for computing service and benefits for newly retired members; paying benefits and refunds; terminating benefits on members' deaths; processing transfers to other State retirement systems.</i>				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <i>Documenting membership in and administering the Teachers Retirement System.</i> Included are: <i>A case file for each member containing membership application, beneficiary designation and related correspondence, also included may be information related to "costings" (bought back time), verification of service, computer printouts showing transactions to members' accounts, retirement applications, Medical Board and doctor reports, death certificates, internal office memoranda.</i> File is arranged: <i>Numerically by assigned member number.</i>				
8. Monthly Reference Rate How often are records referred to which are: <i>One to six months old 100 ; Seven to twelve months old 300 ; Thirteen to twenty-four months old 500 ; twenty-five months and older 2,500 ?</i>				
9. Annual Rate of Accumulation of Records Letter size <i>4</i> (size) <i>36 in.</i> Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X*	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

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|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

**NOTE: Records will be microfilmed within one year and this schedule will be revised to provide disposition of microfilm at that time.*

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) SEE ATTACHED PAGE

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Donald S. Bellet</i>	11-12-81	<i>Joel Hubbard</i>	11-12-81
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	11-25-81
		Secretary of State/Designee	3-29-82
		Attorney General/Designee	3-24-82

ATTACHED PAGE FOR ITEM 12.

- (1) Member Retires: withdraw upon receipt of retirement application, transfer to "Retired Member File," hold until final payment is processed then transfer to "Deceased Member File". Cut off Deceased Member File at end of each of calendar year, hold 15 years; then destroy.
- (2) Member Withdraws: after issuance of refund check, withdraw and transfer to "Refunded File," cut off Refunded File at end of each calendar year, hold 50 years; then destroy.
- (3) Member Transfers to Employees Retirement System: after transfer of funds to ERS, remove and transfer fold to "Refunded File".
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- (4) Member Transfers to Local School System: remove and transfer to "Transfer File," cut off Transfer File at end of each calendar year, hold 50 years; then destroy.
- (5) Member Transfers and Withdraws: remove and transfer to "Transfer W/D File" after issuance of check, cut off Transfer W/D File at end of each calendar year, hold 50 years; then destroy.
- (6) Member Does Not Teach for 4 of 5 Years: remove and transfer to "Lost Membership File", cut off Lost Membership File at end of each calendar year, hold 50 years; then destroy.
- (7) Member Dies: After settlement with beneficiary and W-2-P is completed, assign termination number and transfer to "Deceased Member File," hold. (See [1] above).